



# **CITY OF MEMPHIS INFORMATION SERVICES DIVISION**

**FY 2017 O&M Budget Request  
Brent Nair, Chief Information Officer  
Fund: General Fund**

# Information Services Division

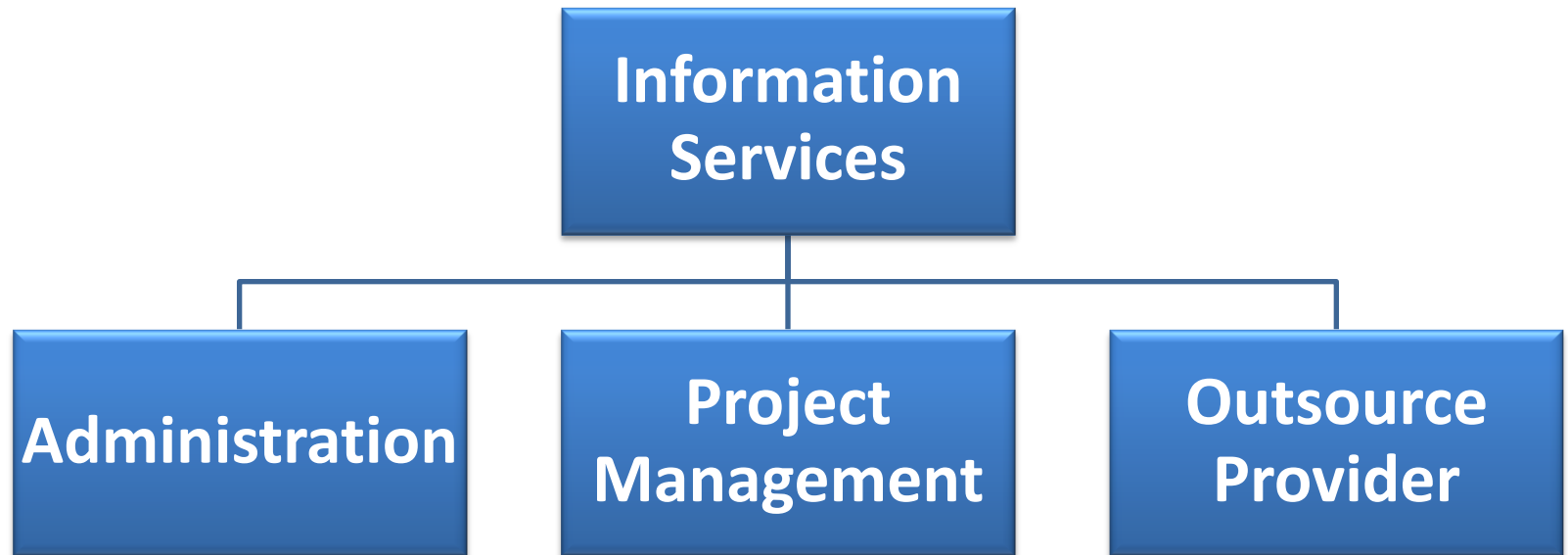
## **Mission Statement:**

- Collaborate with City divisions in leveraging technology which provides responsive and cost effective services.

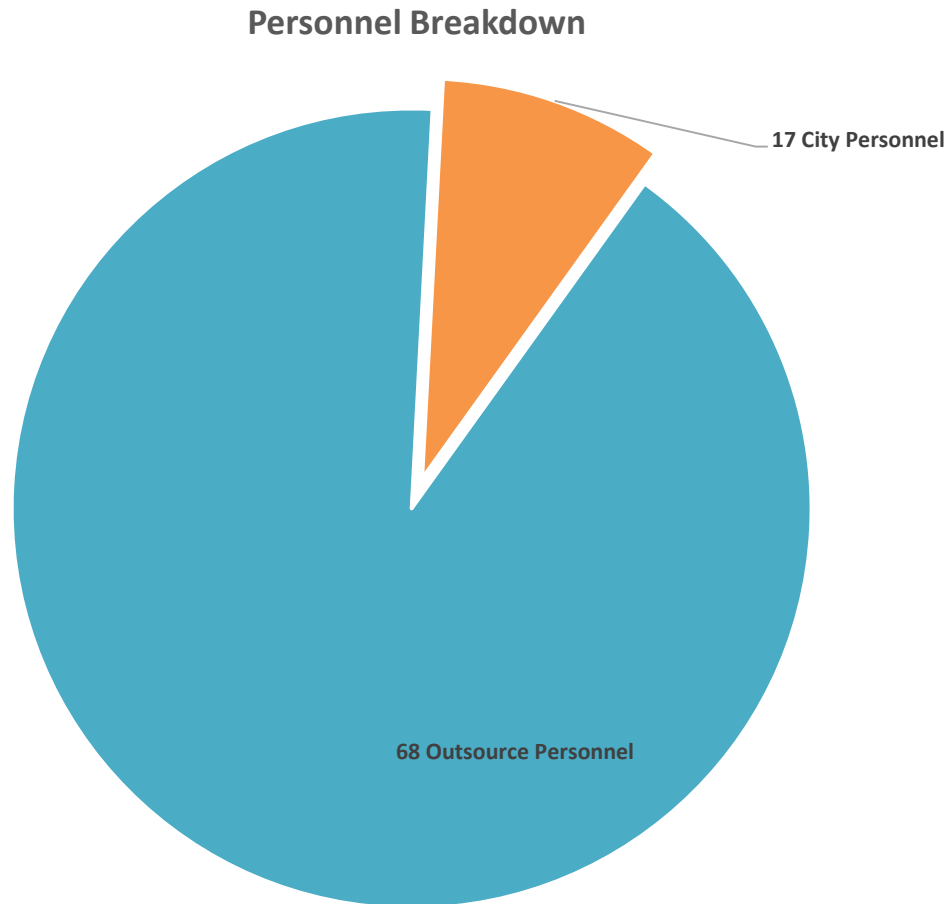
## **Strategic Priorities Addressed by Information Services:**

- Expand the use of technology to create safe and vibrant neighborhoods
- Utilize information technology to enable all Division's to meet their goals.
- Implement a culture of customer service, innovation and collaboration.
- Provide the framework to leverage technology in order to instill a culture of excellence in City government

# Organization Chart

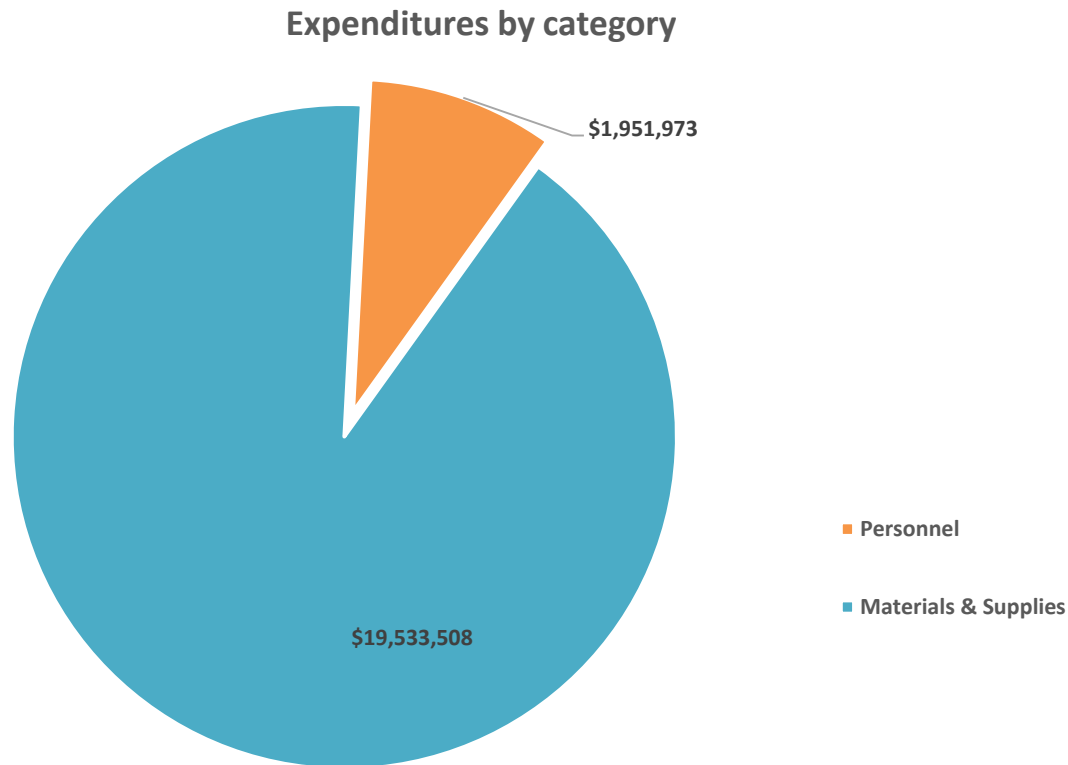


# Information Services Division Support Chart



# **Divisional Operating Revenue & Expenditure Details**

# Expenditures by Category



**Total Division Gross Expenditures \$21,485,481**

# Revenue Budget by Category

## Sources of Program Revenue

- Other agencies – Office of Planning & Development, Pink Palace, Bartlett Libraries - \$70,000

# Overview of the New Service Delivery – Initiatives in the FY 2017 Budget

## Staffing Changes

- Cost reallocation from Professional Services to City personnel
  - Anticipated savings of \$300,000
- Convert 5 contractor positions to City of Memphis employees
  - 2 Procurement Analysts
  - 2 Information Security Analysts
  - 1 Sr. Telecommunication Analyst

## Program Changes and Cost Implementation Reflected in 2017 Plan

- GIS Expense Recovery Model Changed
- Obsolete Equipment
- SAIC Resource Unit (RU) increase and contract change



# Bridge Analysis - Expense

## Information Services Bridge Analysis - Expenditures

FY2016 Adopted Budget (Total Division Gross Expenditure Budget)			\$	17,903,828
			<u>Explanations</u>	
<u>Increases</u>				
Personnel	\$	-		
Full-time salary	\$	282,255	Conversion of five positions	
Pensioner's ARC	\$	13,287	Administrative initiative to fund ARC at required levels	
			1% increase, pension, benefit adjustment, group	
			life insurance, medicare, long term disability and	
Other	\$	24,176	premier healthcare	
Materials & Supplies				
City computer svc equipment	\$	763,000	obsolete equipment	
Professional Services	\$	1,196,125	Maintenance & Support, SAIC RU count	
Rent	\$	326,431		
Expense Recovery - M&S	\$	1,390,000	GIS expense recovery model change	
Other	\$	91,038	City wide training, travel, Cyber insurance	
<b>Total Increase</b>	<b>\$</b>	<b>4,086,312</b>		
<u>Decreases</u>				
Personnel	\$	-		
Other post employment benefits	\$	9,660		
Unemployment	\$	510		
Materials & Supplies	\$	-		
Data/Word Software	\$	167,095		
Professional services	\$	300,000	Conversion of five positions	
Expense recovery	\$	17,336	Telephones	
Other	\$	10,059	Parking and fuel	
(Other expenses not detailed)				
<b>Total Decrease</b>	<b>\$</b>	<b>504,660</b>		
<b>Net Increase/(Decrease)</b>	<b>\$</b>	<b>3,581,653</b>		
FY2017 Budget Proposed (Expenditure Budget - General Fund)			\$	21,485,481

# Bridge Analysis - Revenue

## Information Services Bridge Analysis - Revenue

FY2016 Adopted Budget (Total Division Gross Revenue Budget)		\$	100,000
		<u>Explanations</u>	
<u>Increases</u>			
Charges for Services	\$	-	
Federal Grants	\$	-	
State Grants	\$	-	
Intergovernmental Revenue	\$	-	
Other Revenues	\$	-	
Total Increase	\$	-	
<u>Decreases</u>			
Charges for Services	\$	-	
Federal Grants	\$	-	
State Grants	\$	-	
Intergovernmental Revenue	\$	21,600	
Other Revenues	\$	8,400	
Total Decrease	\$	30,000	
Net Increase/(Decrease)	\$	(30,000)	
FY2017 Budget Proposal (Revenue Budget)		\$	70,000
FY2017 Net Budget Proposal		\$	21,415,481

# Program Comparative Summary

	<u>FY2016 ADOPTED</u>	<u>FY2017 REQUEST</u>	<u>INCREASE/ DECREASE</u>
<u>REVENUES</u>	\$100,000	\$70,000	\$30,000
<u>EXPENDITURES</u>	\$17,903,828	\$21,485,481	\$3,581,653
<u>NET EXPENDITURES</u>	\$17,803,828	\$21,415,481	\$3,611,653

## **Cost Trends And Other Detailed Information**

# 5-Year Expenditure Trend Report – Division Level

	FY13 YearTotal Actual Final	FY14 YearTotal Actual Final	FY15 YearTotal Actual Final	FY16 Mar YTD Actual	FY16 Total Year Forecast	FY16 YearTotal Budget FY16 Adopted	FY17 YearTotal Request
<b>500 Personnel Services</b>							
051101 Full-Time Salaries	986,648	1,076,868	1,110,171	831,692	1,232,988	1,333,134	1,353,303
051102 Holiday Salary Full Time	52,391	62,281	48,005	46,363	30,952	0	0
051103 Vacation Leave	55,626	60,614	62,269	49,929	35,406	0	0
051104 Bonus Leave	11,206	13,665	14,982	9,655	6,702	0	0
051105 Sick Leave	42,873	47,036	16,635	28,923	27,086	0	0
051202 Overtime	33	0	0	0	0	0	0
051206 Out of Rank Pay	1,557	0	0	0	0	0	0
051218 Retirement Benefits	9,247	0	38,757	0	0	0	0
051302 Pension	63,703	70,056	74,888	57,994	79,988	79,988	81,198
051304 Social Security	368	585	0	0	0	0	0
051307 Pension ARC Funding	0	0	68,430	39,795	79,592	79,592	92,879
051308 Group Life Insurance	2,394	2,535	2,172	1,736	2,366	2,848	2,889
051310 Unemployment	2,975	2,465	2,400	1,870	1,870	1,870	1,360
051314 Medicare	16,122	17,561	17,727	13,260	18,012	21,330	21,653
051315 Long Term Disability	3,058	3,389	3,444	2,542	3,477	3,999	4,060
051320 Health Insurance - Basic	7,573	2,784	0	0	0	0	0
051322 Health Insurance - Premier	93,496	93,564	105,227	78,046	106,141	112,375	112,376
051323 Other Post Employment Benefits	13,465	7,429	0	0	14,444	14,444	4,784
051402 Salaries - Part Time/Temporary	5,904	9,429	0	0	2,000	0	282,256
051501 On the Job Inquiry	0	0	0	3,335	4,232	0	0
051601 Payroll Reserve	7,613	5,124	3,332	-16,069	-16,069	0	0
051326 Benefits Adjustment	0	0	0	0	0	-7,156	-4,784
<b>Total 500 Personnel Services</b>	<b>1,376,252</b>	<b>1,475,385</b>	<b>1,568,440</b>	<b>1,149,070</b>	<b>1,629,187</b>	<b>1,642,424</b>	<b>1,951,973</b>

# 5-Year Expenditure Trend Report – Division Level *Continued*

	FY13	FY14	FY15	FY16	FY16	FY16	FY17
	YearTotal	YearTotal	YearTotal	Mar YTD	Total Year	YearTotal	YearTotal
	Actual	Actual	Actual	Actual	Forecast	Budget	Request
	Final	Final	Final		FY16 Adopted		
<b>505 Materials &amp; Supplies</b>							
052116 City Shop Charges	1,271	1,103	5,761	312	3,010	9,384	9,384
052124 City Shop Fuel	2,8226	1,195	428	177	588	588	529
052204 City Computer Svc Equipment	63,437	4,234	28,765	3,175	1,137,000	1,137,000	1,900,000
052208 Data/Word Process Software	10,462	5,867	63,263	23,420	1,027,947	1,027,947	860,852
052210 City Telephone/Communications	29,908	0	0	0	0	0	0
052304 Supplies - Outside	17,014	35,972	14,039	9,825	16,000	16,000	16,000
052324 Outside Postage	2,458	122	132	69	269	500	500
052410 Outside Equipment Repair/Maintenance	304	0	0	0	0	0	0
052512 Advertising/Publication	2,195	885	350	46	0	0	0
052514 Outside Phone/Communications	2,185,905	2,129,657	2,491,112	1,758,406	2,324,931	2,375,131	2,375,131
052518 Janitorial Services	12,826	11,757	11,878	0	0	0	0
052526 Seminars/Training/Education	86,115	4,911	9,996	3,130	19,830	20,000	86,000
052528 Professional Services	12,805,945	12,881,872	12,532,519	10,146,892	14,281,307	14,308,202	15,204,327
052610 Travel Expense	6,432	4,114	4,990	3,945	5,056	5,000	7,500
052810 Utilities	32,192	30,642	28,793	38	38	0	0
052920 Insurance	779	0	1,104	13,316	13,316	13,316	35,854
052930 Dues/Memberships/Periodicals	2,105	810	540	570	270	1,000	1,000
052932 Rent	295,339	227,305	224,514	159,856	258,922	0	326,431
052950 Services and Charges	3,653	3,398	38,365	6,800	20,000	20,000	10,000
056297 Expense Recovery - Telephones	-767,178	-694,268	-865,581	-632,673	-790,255	-682,664	-700,000
056299 Expense Recovery - M & S	-1,583,270	-1,614,821	-1,685,810	-1,764,412	-1,883,766	-1,990,000	-600,000
<b>Total 505 Materials &amp; Supplies</b>	<b>13,210,716</b>	<b>13,034,757</b>	<b>12,905,157</b>	<b>9,732,891</b>	<b>16,434,509</b>	<b>16,261,404</b>	<b>19,533,508</b>

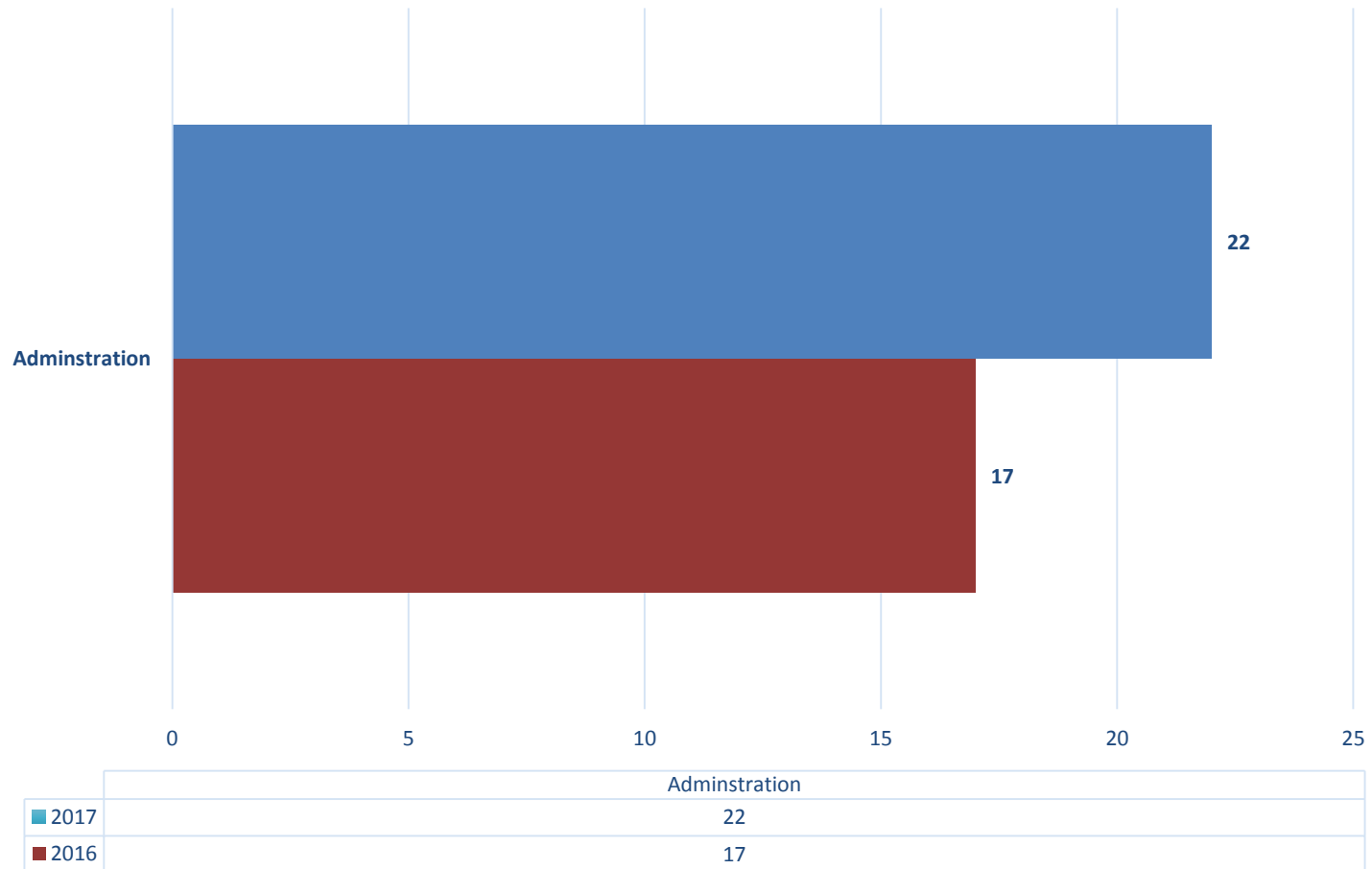
# 5-Year Expenditure Trend Report – Division Level *Continued*

	FY13	FY14	FY15	FY16	FY16	FY16	FY17
	YearTotal	YearTotal	YearTotal	Mar YTD	Total Year	YearTotal	YearTotal
	Actual	Actual	Actual	Actual	Forecast	Budget	Request
	Final	Final	Final			FY16 Adopted	
<b>Total expenditures</b>	<b>14,586,967</b>	<b>14,510,142</b>	<b>14,473,597</b>	<b>10,881,962</b>	<b>18,063,695</b>	<b>17,903,8285</b>	<b>21,485,481</b>
Revenue:							
048209 MHA	505,932	297,941	3,600	3,200	3,400	21,600	0
048100 Other - Local Shared Revenue	68,681	55,286	130,795	41,803	69,705	78,400	70,000
<b>Total Revenues</b>	<b>574,792</b>	<b>353,227</b>	<b>134,395</b>	<b>45,003</b>	<b>73,105</b>	<b>100,000</b>	<b>70,000</b>
<b>Net Operations</b>	<b>-14,012,175</b>	<b>-14,156,915</b>	<b>-14,339,202</b>	<b>-10,836,958</b>	<b>-17,990,590</b>	<b>-17,803,828</b>	<b>-21,415,481</b>

# **Personnel Comparative Information**



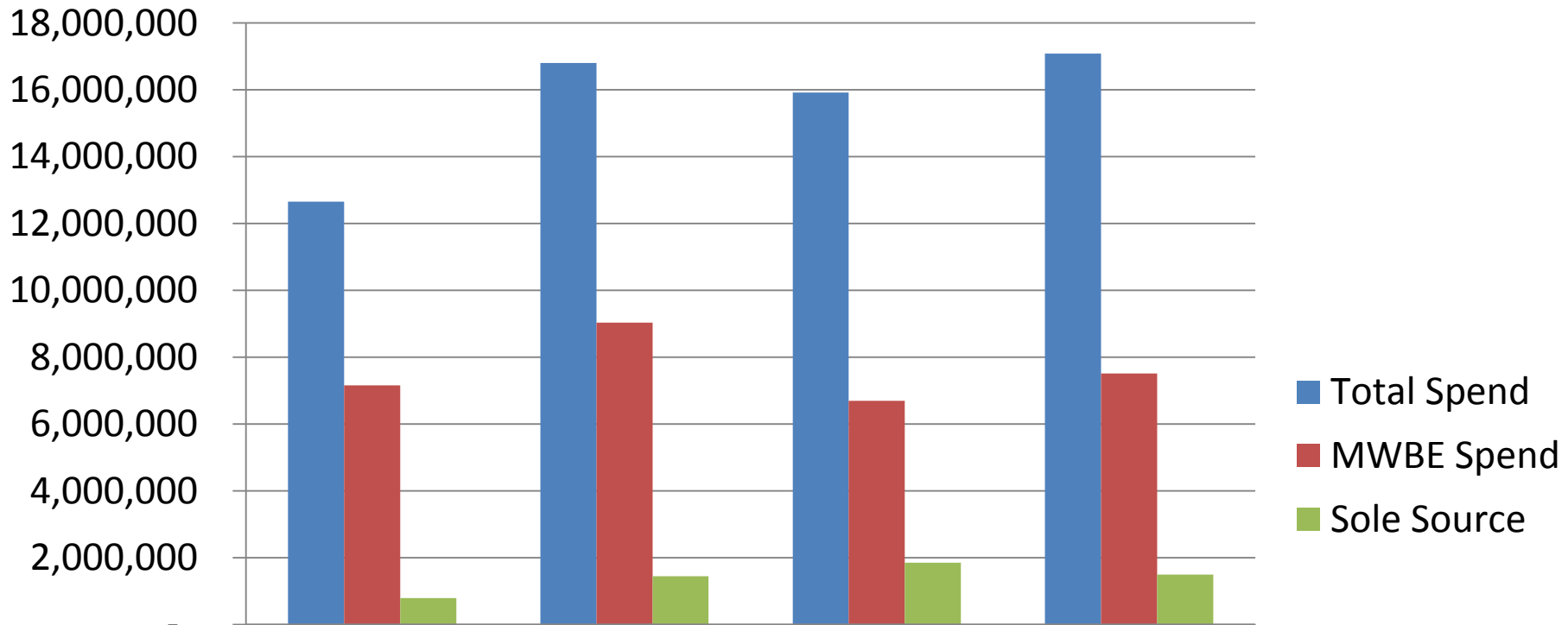
# Authorized Complement Comparison



## Vendor Detail for Professional Services

Description	Vendor	Budgeted Amount	% of Account Total
Outsource Provider	SAIC	\$3,492,671	22.7%
New Structure	NDS, Tate, Quadtek (MWBES)	\$2,637,696	17.1%
SAIC/City Renewals	Various	\$6,219,099	40.4%
RU Count/Mark up	SAIC	\$ 702,084	4.5%
Computer Break Fix	Various	\$ 200,000	1.3%
GIS Services	ESRI, Intellisoft	\$1,390,000	9.0%
Project Mgt	Zycron	\$ 762,777	5.0%
<b>Total</b>		<b>\$15,404,327</b>	<b>100.0%</b>

## MWBE Spend



	FY 2016 YTD-Mar	FY 2015	FY 2014	FY 2013
Total Spend	12,651,504	16,803,903	15,922,466	17,085,712
MWBE Spend	7,152,596	9,032,394	6,693,412	7,512,437
Sole Source	794,239	1,447,391	1,848,439	1,496,012

Note: Total spend includes Operating and CIP funds  
FY 2017 Information Services Division – Budget Request